



Evaluation Committee Meeting Minutes

Town of Lake Park, Florida

**Professional Architectural Design and
Consulting Services**

For the “Kelsey Park Splash Pad”

Request for Qualifications (RFQ) #121-2025

Tuesday, October 7, 2025 11:00 a.m.

Commission Chamber, Town Hall, 535 Park Avenue

The Evaluation Committee Meeting for RFQ 121-2025 was held on Tuesday, October 7, 2025 at 11:00 a.m. Present was Capital Projects Manager John Wille, Public Works Director Jaime Morales, Operations Manager Dwayne Bell, Facilities Maintenance Foreman Howard Butts, Recreation Supervisor Michael Sloan, Special Events Director Riunite Franks and Town Clerk Vivian Mendez.

Public Works Director Morales called the meeting to order at 11:03 a.m. The Committee introduced themselves and announced that the scoring sheets were completed (Exhibit A). The total scores are as follows:

- 1) Cotleur & Hearing – 392 total points
- 2) HI Q Designs - 384 total points
- 3) Kimley-Horn & Associates - 482 total points

Public Works Director Morales announced that the results would be posted shortly and adjourned the meeting.

ADJOURNMENT:

The meeting adjourned at 11:11 a.m.

Vivian Mendez

Digitally signed by Vivian Mendez
DN: cn=Vivian Mendez, o=Town of Lake
Park, ou=Town Clerk,
email=vmendez@lakeparkflorida.gov, c=US
Date: 2025.10.07 16:11:10 -04'00'

Town Clerk
Vivian Mendez

RFQ #121 2025

Professional Architectural Design and Consulting Services

For the Kelsey Park Splash Pad

EVALUATION AND SCORING SHEET

Evaluation Category	Cotleur & Hearing					HI Q Designs					Kimley-Horn Associates				
	M	R	J	H	D	M	R	J	H	D	M	R	J	H	D
PART 1															
Completion of Bid Form (5 pts)	5	5	5	5	5	5	5	5	5	3	5	5	5	5	3
Includes: BF 1 - Bid Form Signature Page BF 2 - Acknowledge Addenda															
Firms Qualifications & Architectural Design Experience & Splash Pad Design Experience (55 pts)	45	30	45	45	30	45	30	40	40	25	55	45	52	52	55
Includes: BF 3 - Qualifications & Experience															
Acknowledgement of General Disclosure Forms (10 pts)	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Includes: BF 4 - Conflict of Interest Form BF 5 - Notification of Public Entity Crimes Law BF 6 - Drug Free Workplace BF 7 - TruthInNegotiations Certification															
References Provided (15 pts)	15	15	13	0	0	15	15	10	10	15	15	15	15	15	15
Includes: BF 8 - List of References															
Licenses & Insurances (5 pts)	5	5	5	5	5	2	2	5	5	2	5	5	5	5	5
Includes: BF 9 - Proof of Existing Insurances BF 10 - Licenses / Certifications															
PART 2															
Acknowledgement of Federal Forms (10 pts)	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Includes: BF 12 - 2a - Anti-Kickback Affidavit BF 12 - 2b - Non-Collusion Affidavit BF 12 - 2c - Certification of Eligibility of Consultants BF 12 - 2d - Certification of Non-Segregated Facilities															
Total Score:	90	79	88	75	60	87	72	80	60	65	100	90	97	97	90
Ranking	384					384					482				
	392														

RFQ #121 2025**Professional Architectural Design and Consulting Services
For the Kelsey Park Splash Pad****EVALUATION AND SCORING SHEET**

Evaluation Category	Cotleur & Hearing	HI Q Designs	Kimley-Horn Associates
<u>PART 1</u>			
Completion of Bid Form (5 pts) Includes: BF 1 - Bid Form Signature Page BF 2 - Acknowledge Addenda	<u>5</u>	<u>5</u>	<u>5</u>
Firms Qualifications & Architectural Design Experience & Splash Pad Design Experience (55 pts) Includes: BF 3 - Qualifications & Experience	<u>30</u>	<u>30</u>	<u>45</u>
Acknowledgement of General Disclosure Forms (10 pts) Includes: BF 4 - Conflict of Interest Form BF 5 - Notification of Public Entity Crimes Law BF 6 - Drug Free Workplace BF 7 - TruthInNegotiations Certification	<u>10</u>	<u>10</u>	<u>10</u>
References Provided (15 pts) Includes: BF 8 - List of References	<u>15</u>	<u>15</u>	<u>15</u>
Licenses & Insurances (5 pts) Includes: BF 9 - Proof of Existing Insurances BF 10 - Licenses / Certifications	<u>5</u>	<u>2</u>	<u>5</u>
<u>PART 2</u>			
Acknowledgement of Federal Forms (10 pts) Includes: BF 12 - 2a - Anti-Kickback Affidavit BF 12 - 2b - Non-Collusion Affidavit BF 12 - 2c - Certification of Eligibility of Consultants BF 12 - 2d - Certification of Non-Segregated Facilities	<u>10</u>	<u>10</u>	<u>10</u>
Total Score:	<u>75</u>	<u>72</u>	<u>90</u>
Ranking	<u>2</u>	<u>3</u>	<u>1</u>

Evaluator:

Riunite Franks

10/7/25

Written Name: Riunite
FranksDigitally signed by Riunite Franks,
DN: cn=Riunite Franks, o=Town of Lake
Park, ou=Special Events Department,
email=Riunite.Franks@lakepark.ga.us, c=US
Date: 2025.10.07 10:53:41 -0400

Date:

Signature

RFQ #121 2025**Professional Architectural Design and Consulting Services
For the Kelsey Park Splash Pad****EVALUATION AND SCORING SHEET**

Evaluation Category	Cotleur & Hearing	HI Q Designs	Kimley-Horn Associates
PART 1			
Completion of Bid Form (5 pts) Includes: BF 1 - Bid Form Signature Page BF 2 - Acknowledge Addenda	<u>5</u>	<u>5</u>	<u>5</u>
Firms Qualifications & Architectural Design Experience & Splash Pad Design Experience (55 pts) Includes: BF 3 - Qualifications & Experience	<u>45</u>	<u>40</u>	<u>52</u>
Acknowledgement of General Disclosure Forms (10 pts) Includes: BF 4 - Conflict of Interest Form BF 5 - Notification of Public Entity Crimes Law BF 6 - Drug Free Workplace BF 7 - TruthIn Negotiations Certification	<u>10</u>	<u>10</u>	<u>10</u>
References Provided (15 pts) Includes: BF 8 - List of References	<u>13</u>	<u>10</u>	<u>15</u>
Licenses & Insurances (5 pts) Includes: BF 9 - Proof of Existing Insurances BF 10 - Licenses / Certifications	<u>5</u>	<u>5</u>	<u>5</u>
PART 2			
Acknowledgement of Federal Forms (10 pts) Includes: BF 12 - 2a - Anti-Kickback Affidavit BF 12 - 2b - Non-Collusion Affidavit BF 12 - 2c - Certification of Eligibility of Consultants BF 12 - 2d - Certification of Non-Segregated Facilities	<u>10</u>	<u>10</u>	<u>10</u>
Total Score:	<u>88</u>	<u>80</u>	<u>97</u>
Ranking	<u>2</u>	<u>3</u>	<u>1</u>
Evaluator: <u>Jaime S. Morales</u>	<u>10.01.25</u>		
Written Name: <u>[Signature]</u>	Date:		
Signature			

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Evaluation Category	Cotleur & Hearing	HI Q Designs	Kimley-Horn Associates
<u>PART 1</u>			
Completion of Bid Form (5 pts) Includes: BF 1 - Bid Form Signature Page BF 2 - Acknowledge Addenda	<u>5</u>	<u>3</u>	<u>3</u>
Firms Qualifications & Architectural Design Experience & Splash Pad Design Experience (55 pts) Includes: BF 3 - Qualifications & Experience	<u>30</u>	<u>25</u>	<u>55</u>
Acknowledgement of General Disclosure Forms (10 pts) Includes: BF 4 - Conflict of Interest Form BF 5 - Notification of Public Entity Crimes Law BF 6 - Drug Free Workplace BF 7 - TruthInNegotiations Certification	<u>10</u>	<u>10</u>	<u>10</u>
References Provided (15 pts) Includes: BF 8 - List of References	<u>0</u>	<u>15</u>	<u>15</u>
Licenses & Insurances (5 pts) Includes: BF 9 - Proof of Existing Insurances BF 10 - Licenses / Certifications	<u>5</u>	<u>2</u>	<u>5</u>
<u>PART 2</u>			
Acknowledgement of Federal Forms (10 pts) Includes: BF 12 - 2a - Anti-Kickback Affidavit BF 12 - 2b - Non-Collusion Affidavit BF 12 - 2c - Certification of Eligibility of Consultants BF 12 - 2d - Certification of Non-Segregated Facilities	<u>10</u>	<u>10</u>	<u>10</u>
Total Score:	<u>60</u>	<u>65</u>	<u>98</u>
Ranking	<u></u>	<u></u>	<u></u>
Evaluator: <u>Dwayne Bell, Sr.</u>	<u>10/7/2025</u>		
Written Name: <u>Dwayne Bell, Sr.</u>	Date:		
Signature <u>[Signature]</u>			

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PART 1			
Completion of Bid Form (5 pts) Includes: BF 1 - Bid Form Signature Page BF 2 - Acknowledge Addenda	<u>5</u>	<u>5</u>	<u>5</u>
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Acknowledgement of General Disclosure Forms (10 pts) Includes: BF 4 - Conflict of Interest Form BF 5 - Notification of Public Entity Crimes Law BF 6 - Drug Free Workplace BF 7 - TruthIn Negotiations Certification	<u>10</u>	<u>10</u>	<u>10</u>
References Provided (15 pts) Includes: BF 8 - List of References	<u>10</u>	<u>10</u>	<u>15</u>
Licenses & Insurances (5 pts) Includes: BF 9 - Proof of Existing Insurances BF 10 - Licenses / Certifications	<u>5</u>	<u>5</u>	<u>5</u>
PART 2			
Acknowledgement of Federal Forms (10 pts) Includes: BF 12 - 2a - Anti-Kickback Affidavit BF 12 - 2b - Non-Collusion Affidavit BF 12 - 2c - Certification of Eligibility of Consultants BF 12 - 2d - Certification of Non-Segregated Facilities	<u>10</u>	<u>10</u>	<u>10</u>
Total Score:	<u>75</u>	<u>80</u>	<u>97</u>
Ranking	<u></u>	<u></u>	<u></u>
Evaluator: <u>HOWARD W. BURTS</u>	<u>10/7/25</u>		
Written Name: <u>[Signature]</u>	Date: <u></u>		
Signature			

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EVALUATION AND SCORING SHEET

Evaluation Category	Cottle & Hearing	HI Q Designs	Kimley-Horn Associates
PART 1			
Completion of Bid Form (5 pts) Includes: BF 1 - Bid Form Signature Page BF 2 - Acknowledge Addenda	<u>5</u>	<u>5</u>	<u>5</u>
Firms Qualifications & Architectural Design Experience & Splash Pad Design Experience (55 pts) Includes: BF 3 - Qualifications & Experience	<u>45</u>	<u>45</u>	<u>55</u>
Acknowledgement of General Disclosure Forms (10 pts) Includes: BF 4 - Conflict of Interest Form BF 5 - Notification of Public Entity Crimes Law BF 6 - Drug Free Workplace BF 7 - TruthInNegotiations Certification	<u>10</u>	<u>10</u>	<u>10</u>
References Provided (15 pts) Includes: BF 8 - List of References	<u>15</u>	<u>15</u>	<u>15</u>
Licenses & Insurances (5 pts) Includes: BF 9 - Proof of Existing Insurances BF 10 - Licenses / Certifications	<u>5</u>	<u>2</u>	<u>5</u>
PART 2			
Acknowledgement of Federal Forms (10 pts) Includes: BF 12 - 2a - Anti-Kickback Affidavit BF 12 - 2b - Non-Collusion Affidavit BF 12 - 2c - Certification of Eligibility of Consultants BF 12 - 2d - Certification of Non-Segregated Facilities	<u>10</u>	<u>10</u>	<u>10</u>
Total Score:	<u>90</u>	<u>87</u>	<u>100</u>
Ranking	<u>2</u>	<u>3</u>	<u>1</u>

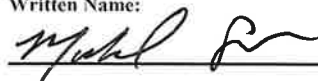
Evaluator:

MICHAEL SLOAN

10-7-25

Written Name:

Date:


Signature